



Workshop Summaries

Applications: A master application is completed to help the job seeker do the first step when seeking employment.

Barriers to Employment/Labor Market:

Participants will receive information on current labor trends in Placer County and the surrounding areas. There is discussion about barriers that may keep you from finding and keeping employment and how to overcome them.

CALJOBS RESUME:

Enter your resume on the State's CalJOBS System and learn how it works to help your job search.

CASAS Assessment: Assesses the reading, spelling and math proficiencies.

Instructor does a pre-test and after several sessions, she does a post-test. Helps to improve low-test areas.

Goal-Setting/Decision-Making:

Short-term and long-term planning; participants will identify a goal they have and go through the steps required to reach their chosen goal. Also, a step-by-step guide that can be used to make decisions.

Interviewing: Participants are instructed on how to dress for an interview, how to answer interview questions and a mock interview is done to help the job seeker do better when interviewing.

Job Readiness:

Encompasses activities relating to attaining employment.

Money Management:

Stresses the importance of creating a budget as a spending plan that will help you reach your goals.

Resumes: How to do a resume, using resources at the One Stop; an actual basic resume is completed.

Skills Review:

Covers basic math and reading competencies and helps participants in areas of need.

Succeeding on the Job:

Covers successful work habits as the first step toward winning raises, promotions and developing pride in your job.

Time Management:

Covers short-term and long-term planning, adjusting to change in priorities, preventing procrastination, keeping schedules and avoiding time wasters.